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D. ITEMS OF ADMINISTRATIVE INTEREST

1. The Personnel Branch has prepared a statistical report which shows the number of employees who have either rotated into or out of the Office of Training during the period January 1953 to December 1953. This analysis will be utilized as part of the documentation pertinent to "Rotation-Reassignment" policies currently being developed by OTR.

2. A training refresher course on the preparation of Personnel Evaluation Reports has been developed by [redacted] and will be given principally to 25X1 supervisors at [redacted].

3. The Office of Personnel has inquired about the submission of the new T/O. The Admin. Staff is awaiting ceiling allocations by Division and Staffs before coordinating the preparation of the new T/O.

4. Special automobile transportation arrangements are being made to handle mail and passengers to [redacted] during the week of 4 thru 8 January 25X1 1954, in the absence of the regular transportation facilities.

5. The Admin. Staff has undertaken a program designed to give more efficient distribution to Agency Regulations and Notices. Agency Manuals which are not being used will be recalled and arrangements made, where feasible, for common usage of Manuals between closely-associated offices. At the same time requirements for manuals of Clandestine Services Publications are being determined. Distribution of [redacted] will be revised 25X1 as necessary. This program will be completed within the next two weeks. 25X1



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